

# PLANNING CHECKLIST

## WHILE ON SUPERVISION

- ☐ Identification
  - ☐ Obtain or renew photo identification (State ID, HDL)
    - \*Check expiration date  
<http://www1.honolulu.gov/csd/>
  - ☐ Obtain or replace lost Social Security Cards  
<http://www.ssa.gov/ssnumber/>
- ☐ Clear all warrants (will impact ability to participate in BOP programs and enter halfway house)
- ☐ Gather other important documents
  - ☐ Naturalization & immigration documents
  - ☐ HS diploma/GED/additional degrees
  - ☐ Marriage/Birth Certificates
  - ☐ Divorce records
  - ☐ Tax Returns/Financial Documents
  - ☐ Military records
  - ☐ Certificates/Training/Any Skills
- ☐ Selective Service Registration (ages 18-25)  
[www.sss.gov/default.htm](http://www.sss.gov/default.htm)

## AS SENTENCING APPROACHES

- ☐ Attend Hookele class (can include family/friends/attorney/etc.)
- ☐ Obtain information about Bureau of Prisons (BOP) facilities
  - ☐ Visit [www.bop.gov](http://www.bop.gov)
  - ☐ Think about location (close to family/friends/etc.)

- ☐ Read handbooks and policies
- ☐ Know services at different facilities (education/work/etc.)
- ☐ Know top facility preferences
- ☐ Update Medical Records-See Doctor
  - ☐ Verification of medical conditions (such as sleep apnea, hearing aids)
  - ☐ Obtain list of current prescribed medications
  - ☐ Obtain eyeglass prescription (**no contact lenses are allowed**, frames must be plain with no logos or rhinestones)
  - ☐ Dental exam for verification of dentures or removable teeth
  - ☐ Remove all body piercings or Jewelry (plain wedding band with no stones or markings is allowed; females allowed earrings without stones and valued less than \$100)
- ☐ Family & Household Items
  - ☐ Arrange child care/custody, including guardianship papers
  - ☐ Storage/packing of personal items
  - ☐ Sell or transfer vehicle
  - ☐ Resolve rental agreement
  - ☐ Caretaker for all pets
  - ☐ Power of Attorney
  - ☐ Living Will (medical)
- \*Visit Legal Aid to see if you qualify for free legal document services  
<http://www.legalaidhawaii.org/>  
or call: 1-800-499-4302

- ☐ Financial planning
  - ☐ Transfer bills to another name
  - ☐ Make arrangements for credit card and loan payments
  - ☐ Money for transportation (airfare, taxi, shuttle, etc.)
  - ☐ Money for commissary, phone use, postage, etc. (if possible, have money on books by arrival date)
  - ☐ Money for family/kids

**\*You may not be granted the opportunity to self-surrender and could be taken into custody at sentencing.**

## SUGGESTIONS

- ▶ Information helpful for friends or family
  - ☐ Name/location of facility
  - ☐ Mailing & visitation addresses
  - ☐ Instructions for visiting, mailing packages, sending money, etc.
- ▶ Create a list of names, addresses, emails, & phone numbers (family, friends, & attorney/s)
- ▶ Passport returned after sentencing; have attorney contact Clerk's Office with questions

## SELF-SURRENDERING

- ☐ Receive BOP designation confirmation
- ☐ If available, read facility's Admission and Orientation handbook (optional)
- ☐ Wear clothes you don't mind donating
- ☐ Bring government issued photo ID
- ☐ Arrive by designated time

# TRAVELING CHECKLIST

**Be sure to obtain advance approval from your Pretrial Services Officer to travel outside the State of Hawaii!**

## AIRLINE TICKETS & HOTEL ROOMS

- ☐ Suggested websites to check for prices on airline tickets & hotel rooms:
  - ☐ Kayak.com
  - ☐ Priceline.com
  - ☐ Expedia.com
  - ☐ Tavelocity.com
  - ☐ Hotels.com
  - ☐ Hotwire.com
  - ☐ Specific hotel/airline sites

## TSA AIRPORT CHECKPOINT INFORMATION

\* **TSA website:** [www.tsa.gov](http://www.tsa.gov)

- ☐ Airport ID Requirements:
  - ☐ Passengers 18 and over required to show a U.S. federal or state issued photo ID containing name, date of birth, gender, expiration date, and tamper-resistant feature to enter checkpoint & board flight
- ☐ Valid ID's include:
  - ☐ Drivers' License
  - ☐ State ID card
  - ☐ U.S. & Foreign Passports
  - ☐ U.S. Military ID
  - ☐ Permanent Resident Card

## TSA AIRPORT LUGGAGE INFORMATION

- ▶ Carry-Ons
  - ☐ **3-1-1 rule** meaning 3.4 ounce (100 ml) bottle or less in a 1 quart-sized clear, plastic, zip-top bag; 1 bag per passenger
  - ☐ **Declare larger liquids.** Medications, baby formula and food, and breast milk are allowed in reasonable quantities exceeding three ounces. Declare these items for inspection at the checkpoint
  - ☐ Prohibited carry-on items
    - ▶ Box cutters
    - ▶ Razor-type blades (utility knives, razor blades not in cartridge)
    - ▶ Knives (except for round blade butter knives or plastic knives)
    - ▶ Tools
    - ▶ Sharp objects
- ▶ Packed Luggage
  - ☐ Check with individual airlines to determine price per bag
  - ☐ Prohibited packed items
    - ▶ Guns & firearms
    - ▶ Flammable materials, disabling chemicals, & other dangerous items

## TRAVEL TIPS

- ▶ Arrive at least 2 hours before departure time, allowing time to check-in & pass through security
- ▶ Avoid heavy clothing & wear shoes that can be easily removed at the security checkpoint
- ▶ Items to Bring:
  - ☐ Government issued photo ID
  - ☐ Money (to buy food at airport since most airlines do not provide in-flight meals)
  - ☐ Boarding pass or check-in Information
  - ☐ Prepaid cell phone (optional)
  - ☐ Couple changes of clothes (optional)
- ▶ Don't forget that weather at destination may be hotter, colder, or wetter than Hawaii depending on the time of year so dress appropriately
  - ☐ Check the weather at your destination at [www.weather.com](http://www.weather.com)
- ☐ Check designated facility or destination airport website for transportation options and plan ahead (taxis, shuttles & buses may cost money and availability may vary)